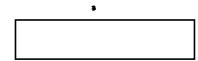
	Chief, Records	Management	Division	٠	18	January	1955
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Records Management Survey of the Records of the Office of Operations, Sovmat Staff

- 1. A records management survey was conducted for the Sovmat Staff. The survey covered all records of the Staff and was concerned with their maintenance, use and disposition.
- 2. The Records Control Schedule was prepared from survey work sheets and written approval was obtained for the cut-off and retention periods, and the disposition of the records. The completed schedule was delivered to a member of that Staff who is combining the duties as Records Officer with his regular duties.
- 3. The total record holdings of the Staff was 27 linear feet of material arranged in 14 separate series of files. Approximately 30% of the records was designated for permanent retention while the remaining 70% will be destroyed in the office or at the Records Center in accordance with the disposition plan agreed upon.
- 4. Although a relatively small office the members of the Staff were very cooperative and indicated their willingness to maintain an active records management program.



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